

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

Reissue

広報番号 : Announcement No.	FEC-PRY2-001-09(R2)
募集締切日: Closing Date	19 Aug 09 1 <sup>st</sup> Cut-off: 8 Jul 09 2 <sup>nd</sup> Cut-off: 29 Jul 09
発行日: Date of Issue	18 Jun 09

1.職種名 Job title ( 等級 Grade 6 / 語学等級 LAD 3 )

### Engineering Technician (Construction), #384-6 [エンジニアリング専門職 (建築)]

受諾可能な下位等級 Acceptable Trainee Level: 1-5

☒ 事務系 ☐ 技能系 ☐ 保安系 ☐ 医療系  
Administrative Blue Collar Trade Security Medical

募集人数  
No. of  
Recruitment

1 名

4.募集範囲 Area of Consideration

- ☒ 現 MLC/IHA 従業員 (部隊内)  
Current MLC/IHA Employee within Activity  
☒ 現 MLC/IHA 従業員(通勤圏内)  
Current MLC/IHA Employee in commuting distance  
☒ 現 MLC/IHA 従業員(全在日米軍)  
Current MLC/IHA Employee Japan Wide  
☒ 外部 Off Base Applicant

2.部隊 Activity

Naval Facilities Engineering Command, Far East  
PWD Yokosuka,  
Fac Eng and Acquisition Group  
Project Mgmt/Engineering Department  
QA Division (PRY212)

勤務場所 Working Place: 横須賀市泊町

5.雇用の種類 Type of Employment

- ☒ MLC ☐ IHA ☐ HPT  
☒ 常用 Permanent  
☐ 限定 Limited Term ( カ月 Months )

3.勤務時間 Work Schedule ( 週 40 時間制 hrww )

勤務日 Work Days: Mon - Fri

勤務時間・休憩 Work Hours/Recess Period: 0800 – 1645 / 1200-1245

☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

6.職務内容 Duties

See attached Engineering Technician (Construction) Task List.

7.資格要件/身体条件 Qualification/Physical Requirements

- One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such experience, possession of Masters Degree in a related field may qualify him/her at 1-6 level.
- Knowledge of engineering principles, techniques, methods, and precedents gained through technical experience in the construction or related field. (建築、またはそれに関する分野における職務経験を通じて、原則、技術、方法、手順に関する知識を有する方)
- Knowledge of interior and exterior facility systems and equipment as it pertains to construction, including heating, cooling, sanitation, and drainage systems. (建物内外のシステム、施設に付随する冷暖房、衛生設備、排水設備に関する知識を有する方)
- Knowledge of standard construction practices, familiarized with JIS and JASS standards, and cost estimating for construction.
- Skill in operating Microsoft Office, such as Outlook, Word, Excel, and PowerPoint.
- Ability to interpret contract specifications and drawings in order to inspect contractor work for conformance with established requirements.
- Ability to determine effectiveness of contractor management and supervisory programs as it pertains to the accomplishment of construction.
- Ability to speak, read, and write English at fluent proficiency level (LAD-3).

\* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below:

1-5: a. One year of clerical, technical or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level.

\* Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional	
学歴 Educational Background : N/A	免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証／証明書 の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy		
<b>9. 応募書類提出先 Office to Submit</b>  内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600hrs to 1800hrs.):  （注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.  <b>1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:</b> 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132)  <b>2. 外部（非従業員）提出先 Off Base Applicants must submit to:</b> 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.		
<b>10. 事務処理欄 For Official Use</b>		
募集部隊担当者 Activity POC : MS2.3		軍電 (DSN) 243-6198/7275
PD No.: FEC-PRY212-002	PD is accurate and current. <b>Certified by Activity:</b>	HRO: jt 11/6 jt 11/24 jt 12/4 (rcvd: 3/24) jt 3/25 jt 3/26 (rcvd: 6/18) jt 6/18

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
 提出された応募書類はお返ししません Submitted applications will not be returned.

## ENGINEERING TECHNICIAN (CONSTRUCTION)

MLC #0384 1-6 PD#FEC-PRY212-002

This position is located in the Public Works Department, Field Engineering and Acquisition Division (FEAD), Naval Facilities Engineering Command, Far East. The Facilities Engineering and Acquisition Division (FEAD) provides engineering and contractual procurement services for U.S. Navy, Marine, and other government appropriated and non-appropriated fund activities. These contracts involve construction, repair, maintenance, engineering, and design services encompassing all engineering disciplines, including safety and environmental requirements. The employee coordinates many facets of work with other Engineering Technicians to arrive at mutually satisfactory approaches and solutions to technical engineering problems, and independently selects, interprets and applies standard guidelines, while modifying, adapting, and making compromises to meet the requirements of each assigned project. The incumbent reports directly to the Supervisory Engineering Technician and works with low to moderate technical supervision.

- A. Technical review, field engineering, problem solving and inspection 65%
  - 1. Prior to contract award, reviews 90% design construction plans and specifications for errors and omissions, feasibility of construction and operation, and other potential problems. Visits project sites during reviews and recommends design and material revisions to meet actual or potential field conditions. 5%
  - 2. Coordinates and attends pre-bid, pre-construction, and bid verification site examinations and conferences to discuss and clarify principle features and technical requirements of construction projects. 5%
  - 3. Reviews contractor shop drawings, catalog cuts, certifications, test reports, samples, and other required submittals for conformance with contract requirements. Recommends approval or disapproval of contractor submittals to Construction Management Engineers. 5%
  - 4. Performs on-site construction inspection and assessment of contractor quality control organizations on each assigned project to ensure compliance with contract plans and specifications. Makes recommendations to Construction Management Engineers for changes to contractor quality control organizations due to poor performance. 15%
  - 5. Ensures that all phases of construction work are completed in accordance with approved construction schedules and recognized industry standards, and are in compliance with contract requirements. 5% (items #5&#7)
  - 6. Assists in the coordination of work to be done by other government agencies, transfer of government furnished materials and equipment to the contractor, and obtaining approval for utility outages and road closures from cognizant

user activities.

5%

7. Becomes thoroughly familiar with all pertinent contract documents relative to assigned projects and assists contractors with understanding and implementation of the requirements contained therein.
8. Enforces the requirements of the U.S. Army Corps of Engineers Safety & Health Requirements Manual, EM-385-1-1, OSHA standards, base safety regulations, and the requirements of all other nationally recognized safety organizations. 5%
9. Conducts Pre-final and Final acceptance inspections of completed facilities with designers, customers, and end users of completed facilities. 5% (items #9&#10)
10. Ensures on-site maintenance and accuracy of contractor As-Built drawings to ensure a complete and accurate account of changes to planned construction.
11. Reviews contractor construction schedules, and coordinates complex work schedules with customers and user activities to assure completion of facilities in a timely manner with a minimum of interruption to ongoing government operations. 5%
12. Performs simple engineering computations on various aspects of electrical, mechanical, and structural systems. Investigates technical field problems and provides recommended solutions. Prepares drawings and sketches when needed to clarify recommended solutions. 10%

B. Reports and Quality Assurance Plan

15%

1. Reviews contractor's Daily Production and Quality Control Reports to ensure that all on-site activities are correctly documented, and prepares Quality Assurance Representative's Report to indicate agreement or disclose areas of disagreement and concern.
2. Conducts routine on-site reviews of contractor Deficiency Status Logs, Testing Logs, Visitors Logs, and other pertinent on-site documentation for completeness and accuracy.
3. Prepares and maintains a Quality Assurance Plan for each assigned project awarded over \$1 million. Utilizes each Quality Assurance Plan in the field to plan, coordinate, and execute inspection and government testing of contractor installed systems and facilities.
4. Prepares Contract Non-Compliance Notices and issues in coordination with entries in the contractor's Deficiency Status Log. Conducts follow up to those notices to ensure correction and documentation into official contracting files.
5. Prepares monthly contract status reports as required for purposes of monitoring and reporting progress of ongoing and completed construction to higher levels of authority.

C. Contractor Payments and Change Orders

10%

1. Reviews contractor progress payment invoices for completeness and accuracy. Verifies work in place, and makes recommendations for payment or retention of funds to Contracting Officers.
2. Reviews contractor Requests for Equitable Adjustment and time extensions, and provides recommendations and comments as to the merit and quantum of each request.
3. Prepares government cost estimates for minor change orders and participates in contract negotiations with contractors and Construction Management Engineers.
4. Prepares no cost, no time field change documentation and submits to Construction Management Engineers for review and approval.

D. Contract Completion and Closeout

5%

1. Ensures that all required warranties, keys, spare parts, excess materials, test reports, and all required documentation are received from contractors prior to final payment.
2. Ensures that all construction deficiencies found during pre-final and final inspection of construction are corrected, and all operational testing is successfully conducted prior to final payment.

E. Other

5%

1. Performs other duties as assigned by higher authority.